

**Process for obtaining National Agency Checks (NAC's)  
for Contractors supporting Goddard Space Flight Center (GSFC) Projects  
5/16/03**

**The process outlined below is intended to provide effective and efficient use of resources by all involved parties to ensure that NAC's are completed and adjudicated in as timely a manner as possible for all contractor personnel providing support to the mission operations of specific GSFC Projects. Based on recent experience, and to assure consistency in reporting accurate metrics to Center management, it is vital that only one Project representative (and an alternate to serve during absences of the primary representative) be responsible for coordinating NAC-related processing actions with the GSFC Security Office (GSO).**

1. Each Project should identify, in writing, one NAC Point-of-Contact (NAC POC) and an alternate to the Personnel Security Specialist (Dave Moulton, actg) in the GSO, Code 205.1, as soon as possible after a projected launch date is established but not less than four months prior to the projected date. Mr. Moulton may be contacted at any point during this process at 301-286-7233 if designated NAC POC's have questions or comments.

**NOTE: The NAC POC should be the only official Project representative responsible for coordinating with the GSO for all contractor personnel from all organizations providing mission operations support for that mission.**

2. The NAC POC should provide a complete list of all contractor personnel requiring NAC's to the GSO as soon as possible after a launch date is established but not less than four months prior to the projected date. The list should include full names (last name, first name, middle initial), GSFC badge numbers, location (building and room number if located on the Center), telephone numbers, and contractor names.

**NOTE: An individual possessing a security clearance does NOT need to go through the NAC process; however, the security clearance must be on file with the GSO. If the clearance is not on file with the GSO, a letter of clearance verification must be sent to the GSO from the contractor's Security Office. The letter should include full name, social security number, and date and place of birth.**

3. Because individuals may have already completed NAC's or have NAC's in progress, the NAC POC should include on the list whether the GSO previously initiated or completed a NAC for each individual. The GSO will confirm whether a NAC is on file. Once the list is provided back to the NAC POC, he/she is then responsible for ensuring that each individual requiring a NAC obtains, completes,

and submits a NASA Form 531 (Name Check Request) and is fingerprinted. These actions should occur as soon as possible after a launch date is established but not less than three months prior to the projected date. Copies of NASA Form 531 may be obtained from the GSO (Building 9, Room 3), and the form is also available in electronic format (contact Mr. Moulton for more information).

4. Individuals located on or near the Center should complete the NASA Form 531 and take it to the GSO (Building 9, Room 3), where the electronic fingerprinting will be performed. Appointments are not necessary, but calling ahead (301-286-2626) is recommended (as it may preclude having to wait if there are other individuals already in the queue to be fingerprinted). Individuals located offsite (i.e., those who are precluded from obtaining fingerprints from the GSO because of distance) should arrange to have the fingerprinting done through their own organization. Because there are several versions of fingerprint cards, the NAC POC's should ensure that only Form FD 258 is used for fingerprinting. Copies of FD 258 may be obtained from the GSO (Building 9, Room 3). Completed forms FD 258 and NASA Form 531 from individuals not located at or near the Center should then be mailed together to the GSO at NASA Goddard Space Flight Center, Attn: Mr. D. Moulton, Code 205.1, Greenbelt, MD 20771.
5. Once the NASA Form 531 is submitted and fingerprints are either taken or received by the GSO. The NAC will be initiated to requisite external agencies. The external agencies normally provide responses in approximately 7-9 weeks.
6. When all responses have been received from external agencies, the GSO will adjudicate the entire file:
  - a. When a NAC is adjudicated favorably, the GSO will inform the NAC POC. If the individual requires onsite access, the GSO will notify the individual when he/she should visit the GSO's ID Section to pick up a new badge.
  - b. When a NAC is not adjudicated favorably, the GSO will notify the appropriate Contracting Officer (and, in some cases, the Contracting Officer's Technical Representative) that the individual must be denied access to GSFC resources. The contractor will be notified of the denial by letter from the CO, but will not be provided any details regarding the basis for the denial. The individual, however, will be notified of the basis for the denial by the GSO (Security Director or Personnel Security Specialist). If the individual elects to appeal the unfavorable determination, the GSO will present the case to the GSFC Management Review Board, which will follow established procedures and guidelines (based on NPG 1620.1, Sections 3.3.2 and 3.3.3) for evaluating the unfavorable information received from external agencies.